



**WILLIAM T FUJIOKA**  
Chief Executive Officer

## **County of Los Angeles CHIEF EXECUTIVE OFFICE**

713 KENNETH HAHN HALL OF ADMINISTRATION  
LOS ANGELES, CALIFORNIA 90012  
(213) 974-1101  
<http://ceo.lacounty.gov>

April 15, 2008

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, California 90012  
Dear Supervisors:

Board of Supervisors  
**GLORIA MOLINA**  
First District

**YVONNE B. BURKE**  
Second District

**ZEV YAROSLAVSKY**  
Third District

**DON KNABE**  
Fourth District

**MICHAEL D. ANTONOVICH**  
Fifth District

**DEPARTMENT OF PUBLIC HEALTH:  
CATEGORICAL EXEMPTIONS,  
ESTABLISH THE LABORATORY TRAINING FACILITY PROJECT, AND  
APPROVE AN APPROPRIATION ADJUSTMENT  
CAPITAL PROJECT NO. 77542  
(FOURTH DISTRICT) (4 VOTES)**

**SUBJECT**

The Department of Public Health has received approval of a \$1.3 million grant from the Centers for Disease Control to purchase and install modular trailers for the training of community health personnel on the preparedness and response activities in response to a bioterrorism or chemical terrorism event. Under the terms of the grant, expenditures related to the trailers must be incurred by August 9, 2008.

**IT IS RECOMMENDED THAT YOUR BOARD:**

1. Find that this project is categorically exempt from the California Environmental Quality Act for the reasons stated in this Board Letter and in the record for the project.
2. Approve and establish the Laboratory Training Project (CP. No. 77542) in the amount of \$1,296,000 funded by a Centers for Disease Control Bioterrorism Grant.
3. Approve the appropriation adjustment to increase appropriation and revenue in the amount of \$1,296,000 to Laboratory Training Project (C.P. No. 77542) to fund the implementation of the proposed project.

**PURPOSE/JUSTIFICATION OF THE RECOMMENDED ACTION:**

Approval of the recommended actions will allow the Department of Public Health (DPH) to acquire modular trailers to meet ongoing bioterrorism preparedness and response activities required under the Department's bioterrorism grant from the Centers for Disease Control and Prevention (CDC).

**Background**

DPH's Public Health Laboratory (PHL) is responsible for the testing of any bioterrorism agent(s), and through the CDC grant has become part of the national Laboratory Response Network, which is comprised of key state and local laboratories that maintain highly specialized capabilities. Among the requirements in DPH's CDC bioterrorism grant are:

- training of first responders regarding protocols and procedures for evaluating potential threats;
- proper submission of agent samples for laboratory analysis that assure the safety of the laboratory staff and the community;
- proper handling of samples to maintain forensic integrity; and
- training of laboratory personnel from community hospitals and other laboratories regarding facility preparedness and planning, regulatory requirements surrounding detection and use of bio-threat agents, notification procedures, and protocols for identifying sample isolates that are suspected as bioterrorism agents and require further definitive testing by the PHL.

Additionally, training is administered to hospital emergency department personnel and sentinel laboratorians in specimen collection and packaging and shipping procedures that are required in response to any bioterrorism or chemical terrorism event.

In 2007, the PHL was re-located from 313 North Figueroa Street in Los Angeles to a new facility at the Rancho Los Amigos South Campus in Downey. The construction of the new PHL facility included space for training and office support. Subsequent requirements from CDC, however, necessitated the commitment of the space initially designated for training and office support, to additional laboratories.

CDC has since approved funding to allow DPH to acquire and install modular trailers adjacent to the PHL to provide space for training, non-infectious laboratory testing, and office support functions. The proposed turnkey project includes the design, purchase

office support functions. The proposed turnkey project includes the design, purchase and installation of six modular trailers totaling approximately 5,760 square feet to provide training space and supporting office space; utility connections; telecommunications and data services; and other related project costs.

In compliance with the CDC expenditure deadline for these grant funds, the proposed physical delivery of the modular trailers will be completed no later than August 9, 2008. The second and final phase will be the installation and utilities connection by Design Space Modular Building, Inc. which is anticipated to be completed within 30 days of the trailer's delivery.

#### **Sustainable Design Program**

The proposed project conforms to the County's Energy and Environmental Policy through the use of low volatile organic compound interior paint and the purchase of an energy efficient heating, ventilation, and air conditioning (HVAC) unit to cool the interior space.

#### **FISCAL IMPACT/FINANCING**

The estimated total project cost is \$1,296,000, including \$1,193,131 for the purchase and installation of the modular trailers, site preparation, project planning, jurisdictional approvals, utility connections, and site improvement costs and design services; \$9,985 for civic art allowance; \$88,884 for change order allowance; and \$4,000 for data communication equipment.

Funding of the modular trailers has been approved by CDC. The attached appropriation adjustment increases the appropriation and revenue in the amount of \$1,296,000, to the Laboratory Training Facility Project (CP. No. 77542) to fully fund the proposed project. The proposed Project Schedule and Budget Summary are shown in Attachment A.

Under the County's Civic Art Policy and Procedures approved by your Board on December 7, 2004, this project includes one percent of the construction and design costs to provide civic art. DPH will be working with the Arts Commission to identify possible civic art components.

#### **Operating Budget Impact**

DPH estimates annual costs to be approximately \$35,000 for utilities, cleaning services and facility maintenance. Security services, maintenance for computer network lines, and Voice Over IP telephone will be covered by existing DPH contracts or service agreements. Any additional one-time costs and ongoing operational costs associated

with this project will be absorbed by DPH. To the extent possible, DPH will seek to offset costs to the CDC grant.

### **FACTS AND LEGAL REQUIREMENTS**

Public Health is recommending to contract with Design Space Modular Building, Inc., one of two vendors pre-approved by the Internal Services Department for modular trailers.

The existing contract contains terms and conditions supporting your Board's ordinances, policies, and programs, including but not limited to: County's Greater Avenues for Independence and General Relief Opportunities for Work Programs (GAIN/GROW), Board Policy No. 5.050; Contract Language to Assist in Placement of Displaced County Workers, Board Policy No. 5.110; Reporting of Improper Solicitations, Board Policy No. 5.060; Notice to Contract Employees of Newborn Abandonment Law (Safety Surrendered Baby Law), Board Policy No. 5.135; Contractor Employees Jury Service Program, Los Angeles County Code, Chapter 2.203; Notice to Employees Regarding the Federal Earned Income Credit (Federal Income Tax Law, Internal Revenue Service Notice 1015); Contractor Responsibility and Debarment, Los Angeles County Code, Chapter 2.202; and the Los Angeles County's Child Support Compliance Program, Los Angeles County Code, Chapter 2.200; and the standard Board-directed clauses that provide for contract termination or renegotiation.

Data regarding Design Space Modular Building, Inc.'s minority participation is on file with ISD and was selected upon final analysis and consideration without regard to race, creed, gender, or color.

County Counsel has cleared the contract as to form.

### **Implementation of Strategic Plan Goals**

These actions meet the County's Strategic Plan of Service Excellence (Goal 1) through the training of first responders and other preparedness partners who will serve County agencies and residents during a suspect or actual bioterrorism event.

### **Consistency with Department of Public Health Goals**

These actions meet DPH's strategic goals by improving the delivery of health care services and enhancing the health of residents of Los Angeles County.

### **ENVIRONMENTAL DOCUMENTATION**

The Laboratory Training Facility Project has been reviewed and determined to be categorically exempt under CEQA, Section 15303 (c), and under Class 3, Subsection

The Honorable Board of Supervisors  
April 15, 2008  
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(d) in Appendix G of the County of Los Angeles Environmental Document and Guidelines adopted by your Board on November 17, 1987. Under this categorical exemption, construction of small facilities in Urbanized areas, not exceeding 10,000 square feet in floor space, are exempt.

### **CONTRACTING PROCESS**

Design services were completed in February 2008 with the assistance from Health Services staff. With respect to the purchase of the trailers, DPH received the names of two County approved vendors from Internal Services Department. Project proposals were received from both vendors and DPH selected the lowest responsive bid. DPH plans to enter into an agreement with Design Space Modular, Inc. for an amount not to exceed \$1,189,500 with an anticipated projected completion date of September 2008.

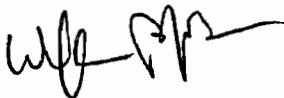
### **IMPACT ON CURRENT SERVICES (OR PROJECTS)**

This proposed project will not adversely impact activities at the PHL since the modular trailer location is in the parking lot adjacent to the current laboratory facility.

### **CONCLUSION**

Upon approval of the recommendations, please forward an adopted, stamped copy to my office.

Respectfully submitted,



WILLIAM T FUJIOKA  
Chief Executive Officer

WTF:JEF:DL  
JSE:DJT:DKM:zu

Attachments (2)

c: County Counsel  
Department of Public Health  
Auditor-Controller  
Internal Services Department

April 15, 2008

**ATTACHMENT A**

**DEPARTMENT OF PUBLIC HEALTH  
APPROVE THE CALIFORNIA ENVIRONMENTAL QUALITY ACT,  
ESTABLISH THE LABORATORY TRAINING FACILITY PROJECT AND  
APPROVE AN APPROPRIATION ADJUSTMENT**

**I. PROJECT SCHEDULE**

<b>Project Activity</b>	<b>Scheduled Completion Date</b>
Issuance of Purchase Order	4/15/08
Installation/Substantial Completion	8/08/08
Final Acceptance	9/09/08

**II. PROJECT BUDGET SUMMARY**

<b>Budget Category</b>	<b>Proposed Project Budget</b>
Programming Services	\$ 0
Plans and Specifications	
Basic Design Services	\$ 19,000
Additional Consultant Services	0
Total Plans and Specifications	\$ 19,000
Project Permit and Inspection Fees	\$ 25,775
Construction	
Purchase of Trailers	\$ 982,558
Change order allowance	88,884
Civic Art	9,985
Site Electrical and Plumbing Connections	165,183
Total Construction	\$ 1,246,610
Data/Communications	\$ 4,000
Equipment	\$ 0
Miscellaneous Expenditures	\$ 0
County Services	\$ 0
<b>TOTAL</b>	<b>\$ 1,295,385</b>

April 15, 2008

**ATTACHMENT B**  
**APPROPRIATION ADJUSTMENT**  
**FISCAL YEAR 2007-08**  
**4-VOTES**

**FINANCIAL SOURCES**

Capital Projects/Refurbishments  
Public Health  
Laboratory Training Facility Project  
Federal – Other/CP  
A01 – CP - 8938 – 65058 - 77542  
\$1,296,000 Increase Revenue

**FINANCIAL USES**

Capital Projects/Refurbishments  
Public Health  
Laboratory Training Facility Project  
Building and Improvements  
A01 – CP - 6014 – 65058 – 77542  
\$1,296,000 Increase Appropriation

**JUSTIFICATION:**

This adjustment is necessary to allow Public Health to purchase and install six modular trailers for training of first responders, laboratory personnel from community hospitals and reference laboratorians in the protocols and procedures for evaluating potential threats, submitting bioterrorism agent samples for laboratory analysis that assure the safety of the laboratory staff and the community, and maintaining the forensic integrity of these bioterrorism agent samples; funded by a Centers for Disease Control Bioterrorism Grant.

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\$1,296,000 Increase Revenue

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**COUNTY OF LOS ANGELES**  
**REQUEST FOR APPROPRIATION ADJUSTMENT**  
**DEPARTMENT OF PUBLIC HEALTH**

DEPT'S. NO. 295April 15, 2008

AUDITOR-CONTROLLER.

THE FOLLOWING APPROPRIATION ADJUSTMENT IS DEEMED NECESSARY BY THIS DEPARTMENT. WILL YOU PLEASE REPORT AS TO ACCOUNTING AND AVAILABLE BALANCES AND FORWARD TO THE CHIEF ADMINISTRATIVE OFFICER FOR HIS RECOMMENDATION OR ACTION.

**ADJUSTMENT REQUESTED AND REASONS THEREFOR**

FISCAL YEAR 2007/08

4 VOTES**SOURCES:**

Capital Projects/Refurbishments  
 Public Health  
 Laboratory Training Facility Project  
 Federal - Other/CP  
 A01 - CP - 8938 - 65058 - **77542**  
 Increase Revenue **490** \$ 1,296,000  
 Total \$ 1,296,000

**USES:**

Capital Projects/Refurbishments  
 Public Health  
 Laboratory Training Facility Project  
 Building and Improvements  
 A01 - CP - 6014 - 65058 - **77542**  
 Increase Appropriation 1,296,000  
 Total \$ 1,296,000

**JUSTIFICATION**

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CHIEF ADMINISTRATIVE OFFICER'S REPORT

**ADOPTED**BOARD OF SUPERVISORS  
COUNTY OF LOS ANGELES**28****APR 15 2008**

*Sachi A. Hamai*  
**SACHI A. HAMAI**  
**EXECUTIVE OFFICER**

*Leticia Moisa*  
**Leticia Moisa**  
 Dept of Public Health, Acting Finance Director

REFERRED TO THE CHIEF  
ADMINISTRATIVE OFFICER FOR

ACTION

APPROVED AS REQUESTED

AS REVISED

RECOMMENDATION

AUDITOR-CONTROLLER

BY

NO. **195**

*Cash*  
**March 31** 20 **08**

APPROVED (AS REVISED):  
BOARD OF SUPERVISORS

CHIEF ADMINISTRATIVE OFFICER

20

BY

DEPUTY COUNTY CLERK

**28 of APR 15 2008**